

# **MINUTES OF THE GENERAL MEETING OF THE BIGFORK COUNTY WATER AND SEWER DISTRICT**

The general meeting of the Bigfork County Water and Sewer District was held on November 8, 2017 at the District office. President, Tom Cahill, presided.

## **ATTENDEES:**

*Directors:* Gene Helberg, Tom Cahill, Bob Keenan,  
*District Employees:* Julie Spencer, Mimi Wildeman, Dane Sullivan  
*Engineering:* Jeff Cicon P.E., Morrison Maierle  
*Other Attendees:* Shane Sherman

## **READ AND APPROVE MINUTES:**

President Cahill opened the meeting at 7:00 p.m. The minutes of the October General Board Meeting were reviewed for approval. Cahill called for discussion. Hearing none, a vote was called. Keenan made a motion to approve, Helberg seconded and it was unanimously

*RESOLVED*, That the Minutes for the October 2017 Board Meeting be approved as submitted.

## **PUBLIC COMMENT**

President Cahill called for Public Comment. Shane Sherman with Sherman Builders was present to represent the owner of 104 Beach, Larry Pearson. Sherman stated that they are building a garage with a living space on the 2<sup>nd</sup> floor. Spencer stated that it will have to be a separate hook up to be in accordance with our District Rules and Regulations. She also informed the Board of her conversation with DEQ and Mr. Pearson. President Cahill explained that there are many Developers in the area being required to comply with the District's Rules. The Board will not be granting exceptions.

## **CONSENT AGENDA**

President Cahill asked if for discussion or changes to the Consent Agenda discussion. Hearing none, a vote was called. Keenan made a motion to approve, Helberg seconded and it was unanimously.

*RESOLVED*, That the Consent Agenda be approved as submitted.

## **OLD BUSINESS**

***Operations Report-*** Cahill asked if there was any discussion or questions' regarding the report hearing none the report was complete.

### ***Engineering update, Jeff Cicon***

- *Water Tank & Transmission Line and Access Easement* –No Update
- *Ramsfield Water Rights Wells 3 & 4 (Task Order 24)* –The water right application has been submitted to the DNRC and we are waiting for their Preliminary Determination.

- *Lakeview Care Main and Standpipe Supply Line (Task Order 28)* - The 11-month warranty inspection was completed on October 18, 2017. A list of warranty items was generated and forwarded to LHC.
- *Sludge Farm Irrigation System (Task Order 30)* –Morrison Maierle will be following up on the wheel stops.
- *Flathead Lake Brewery Pretreatment System* –No update.
- *Holt Drive Water Main Extension (Task Order 32)*- The ground survey has been completed. We are now working on reviewing previous designs and developing preliminary design drawings. Once preliminary drawings are ready, we will schedule a meeting with the District to review the proposed alignment. Cicon discussed having a geotechnical survey done before bidding. He has contacted two companies for prices. The Board discussed notifying the property owners that would potentially be served.

*Waste Water System PER Update:* The \$15,000 planning grant has been submitted to the Treasure State Endowment Program (TSEP) and is being processed. If the District receives the planning grant, Cicon will present a Task Order to update the Wastewater System PER at a future board meeting.

*Fire Hall Lane Sewer Easement Update:* Morrison Maierle was able to find some monuments and survey the sewer main. The next step will be to process the data, determine if additional field survey is required, and prepare the sewer main easements and exhibits. Cicon gave the Board draft copies of the easements.

*Blenn Street Services, - No update.*

***Marina Cay Water-*** Spencer updated the Board in regards to the exploratory digging that will be done by Thole and our crew to see exactly what is needed to correctly complete the improvements. Schedule is dependent upon weather.

## **NEW BUSINESS –**

***Audit Contract-*** President Cahill asked for discussion before he signed the Audit Contract with Denning and Downey. Hearing none, a vote was called. Keenan made a motion to approve, Helberg seconded and it was unanimously.

*RESOLVED*, That the Denning and Downey Audit Contract be approved as submitted.

***Billing Correction-*** The Board was made aware of the 1 1/2” water corrections.

***Renewal of Ranch Meter Reading Contract-*** President Cahill asked for discussion before he signed the Renewal of the Ranch Meter Reading Contract. Hearing none, a vote was called. Helberg made a motion to approve, Keenan seconded and it was unanimously.

*RESOLVED*, That the Renewal of Ranch Meter Contract be approved as submitted.

***Account 0396-00 Request for Adjustment-*** The Board was made aware the high usage of water and replacement of the old meter. Discussion was had to table a decision until December’s meeting to gather more information.

## COMMITTEE REPORTS

*Annexation, Main Extensions & Construction* ..... *Helberg & Cahill*  
Discussed during Engineering Report

*District Investments* ..... *Price & Phelps*

Spencer purchased an Investment CD for water and will look into possibly purchasing one for sewer in early 2018.

*Employee Insurance, Compensation & Certification & Safety* ..... *Helberg & Keenan*

***Job Descriptions Updated to Reflect No Operations Manager-*** President Cahill asked for discussion before he signed the updated Job Descriptions. Hearing none, a vote was called. Keenan made a motion to approve, Helberg seconded and it was unanimously.

*RESOLVED*, That the Job Descriptions be approved as submitted.

***Safety Policy Update*** -will be discussed and approved at the December meeting

***Health Insurance Renewal-*** The committee met with our Insurance Agent and recommended that the District switch to the Blue Cross Blue Shield PPO 008 Policy with a deductible reimbursement program.

***Health Insurance Renewal-*** President Cahill asked for discussion. Hearing none, a vote was called. Keenan made a motion to approve the committee recommendation, Helberg seconded and it was unanimously.

*RESOLVED*, That the Health Insurance Policy Blue Cross Blue Shield PPO 008 with a deductible reimbursement program be approved as submitted.

*Pretreatment Regulations* ..... *Cahill & Price*

Flathead Lake Brewery (FLB) – Spencer reported that FLB has been compliant and will be meeting with them soon to go over the new permit.

*Budget & Rate Structure* ..... *Helberg & Phelps*

No Update

*Rules & Regulations* ..... *Cahill & Price*

Board received a draft copy of the separation of Water & Sewer Rules and Regulations to review and bring back for approval in December.

District Ownership of Mains\* Pending UDIG Law Changes- Spencer will be reviewing the new rules and will inform the Board in December with any updates or changes the apply to the District

*Farmland..... Helberg, Cahill*  
*Update in Engineering Report*

***ADJOURNMENT***

Cahill called for a motion to adjourn. Keenan moved, Helberg seconded and it was unanimously

RESOLVED that the public meeting be adjourned at 8:00 p.m.

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Secretary, Mimi Wildeman

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Meeting presided by:

President Tom Cahill